

**ADMINISTRATIVE LAW JUDGE 1
DEPARTMENTAL OPEN EXAMINATION
STATEWIDE
7PB55**

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES**



SALARY RANGE: \$7494.00 - \$9063.00

FINAL FILING DATE: CONTINUOUS

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is a DEPARTMENTAL OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applicants must apply using the following method:

Applicants MUST complete and submit an application VIA THE INTERNET. If you meet the minimum qualifications, you will be allowed to take Training and Experience Evaluation on the Internet.

To apply using the State Personnel Board Internet Application Process, go to http://www.spb.ca.gov/jobs/exams/exam_start.htm. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be allowed to take the Training and Experience Evaluation on the Internet.

APPLICATIONS WILL ONLY BE ACCEPTED VIA THE STATE PERSONNEL BOARD INTERNET APPLICATION SYSTEM. PLEASE DO NOT MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD. 678) TO THE STATE PERSONNEL BOARD, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**MINIMUM
QUALIFICATIONS**

Admission to practice law in California for at least five years immediately preceding application for appointment.

**And
Experience: Either**

1. One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

or

2. Five years of experience in the practice of law*, which shall have included at least two years' experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

SEE REVERSE FOR ADDITIONAL INFORMATION

ADMINISTRATIVE LAW JUDGE I

OX90/6071

FINAL FILING DATE: CONTINUOUS

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES

MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR ❖ WEST SACRAMENTO, CA 95805

California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

EXAM TITLE: ADMINISTRATIVE LAW JUDGE I

THE POSITION

Under direction, the Administrative Law Judge I presides over quasi-judicial hearings as provided under the Administrative Procedures Act and other applicable statutes; to render proposed decisions or to assist the agency in formulating its decisions; to assist with the research program for continued improvement of administrative law and procedure; and to do other related work. Positions are located in Sacramento, Los Angeles, Oakland, Van Nuys, Laguna Hills and San Diego.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel, tact, judicial temperament, neat personal appearance, pleasing personality, and normal hearing.

EXAMINATION INFORMATION

Online Training and Experience Evaluation – Weighted 100%

This examination will consist of Training and Experience Evaluation weighted 100%

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Legal principles and their application, conduct of hearing proceedings and the provisions of the Administrative Procedures Act.
2. Rules of evidence governing such procedure and the laws relating to serving notices, taking depositions, and issuing subpoenas.
3. Legal research.
4. Court decisions interpreting the powers of administrative boards and agencies.
5. Principles and theories of administrative law and the judicial review of administrative actions.
6. Principles and objectives of effective public administration and an understanding of the uses of proper administrative procedures in furthering these objectives.
7. Legal terms and forms in common use.

B. Ability to:

1. Perform research.
2. Analyze, appraise, and apply legal principles, evidence, and precedents to legal problems.
3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts.
4. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect.
5. Maintain a fair and impartial attitude of mind without bias or prejudice.
6. Speak and write effectively.
7. Establish and maintain cooperative relations with those contacted in the course of the work.

ELIGIBLE LIST INFORMATION

A DEPARTMENTAL OPEN merged eligible list will be established for the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

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GENERAL INFORMATION

Applications are only accepted on the Internet at http://www.spb.ca.gov/jobs/exams/exam_start.htm. Do not send a hard copy of the application, as it will not be accepted.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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STREET ADDRESS: 707 Third Street, 7TH Floor ♦ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
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